



CHECKING IN & GETTING SETTLED

REPLACEMENT DETACHMENT AND TEMPORARY LODGING

Upon arrival at Fort Wainwright and Fort Richardson, Soldiers must sign into the Replacement Detachment. At Wainwright, this is at Bldg. 3401; at Richardson, Soldiers sign in at Bldg. 600, Room 103. The Replacement Detachment operates on 24-hour basis, including holidays.

If you've flown into Anchorage, call 384-0425. If you arrive in Fairbanks by air, you should call the Replacement Detachment, 353-2273, and transportation will be provided. Soldiers assigned to Fort Greely will go to Fort Wainwright while awaiting transportation to Fort Greely.

If your family is with you in concurrent travel status, you will be sent to lodging, which is open 24 hours a day. See Page 21 for details. Lodging is available on a space-available basis for Soldiers without reservations, arriving at or departing on permanent change of station. All personnel traveling on PCS orders are required to check with the Lodging Office before seeking transient accommodations off post.

Only Family Housing can authorize Temporary Lodging Allowance, and you must check in with them as soon as you are scheduled for inprocessing. TLA is available for single Soldiers in the grade of E-7 and above and for all married Soldiers on concurrent travel who are accompanied by command sponsored family members. TLA is authorized to partially offset the cost of temporary lodging for the first twenty (20) days after arrival, unless Government housing is immediately available.

FINANCE

Most of your financial arrangements will be handled during your in-processing.

The Department of Defense has authorized Cost of Living Allowance (COLA) for all Soldiers stationed in Alaska. The type of COLA a service member draws depends on marital status, the number of command-sponsored family

members, rank, and years of service. Basic Allowance for Housing (BAH) is payable to Soldiers authorized to obtain quarters on the economy.

Fort Wainwright and Fort Richardson each have a finance office. The operating hours for both finance offices are: Monday, Tuesday, Wednesday and Friday from 9-11:30 a.m. and 1-4 p.m. Both offices are closed

Thursday for training.

The Fort Wainwright Finance Office, also serving Fort Greely, is located in Bldg. 3401, telephone 353-1365. The Fort Richardson Finance Office is located in Bldg. 600, telephone 384-1174.

The Web site for the 267th Finance Battalion is:
www.usarak.army.mil/267FB/267FB.htm.

LODGING

With the popularity of recreational travel to Alaska and the large number of official travelers, U.S. Army Alaska Lodging strives to offer the finest temporary lodging to both official and "space-A" travelers. The popularity of Alaska means lodging is usually 100 percent booked from April through September. For the best chance of a successful booking, it is recommended that guests make reservations as soon as they are eligible.

Reservation Information

To make reservations at an Alaskan post or any Army installation, call Army Central Reservation at 1-800-GOARMY1.

Reservation Policy

Reservation service is offered during hours of operation. Reservations are accepted on a first-come, first-served basis. Please call at the earliest possible eligibility for the best chance at confirming your reservation.

Official Visitors

Official visitors are military, Department of Defense civilian employees, contractors and guests of the command on letters of authorization or TDY, PCS, annual training or other orders. There are other types of official guests, too, so if you are unsure, please call for clarification. Official visitors may make reservations 180 days in advance of check-in.

Unofficial Visitors

Unofficial visitors are usually military and family members not on orders, retirees, hospital visitors (unless on orders), and guests of permanent party. There are other types of unofficial visitors, too, so if you are unsure, please call for clarification. For unofficial reservations from May 1 to September 15, call three days in advance of check-in date. For reservations from September 16 to April 30: call seven days in advance of check-in date.

Guaranteed Reservations

When you make a reservation, you can guarantee it for arrival after 6 p.m. with advance payment of one night's lodging. This can be cash or check, or we can hold your credit card number, which will only be charged if you do not arrive or cancel your reservation by 6 p.m.

Non-Guaranteed Reservations

Non-guaranteed reservations are cancelled daily at 6 p.m.

Walk-ins

Walk-ins are welcome, especially when space is available. A good time to check for same-day space in the peak season is to call at 6 p.m. when non-guaranteed reservations are cancelled.

Distinguished Visitors

It is recommended that official and unofficial visitors in ranks of O-6 and above contact the protocol office with their reservation requests. Fort Richardson Protocol Office: 907 384-2067. Fort Wainwright Protocol Office: 907 353-6679.

Check In, Check Out

Check-in is after 3 p.m. Check-out is 11 a.m. daily. Exceptions to checkout time can be coordinated with the front desk when occupancy allows. A charge for late checkout may be added to your account.

Rates

Rates are subject to change. Please contact the reservation desk for current charges. A variety of payment types are accepted including cash, checks, money orders and credit cards.

Guest Services

The Front Office is available 24 hours daily to assist with your requests. From reservations, maintenance requests, accepting payments of other Army Alaska Lodging organizations, to needing a lift if we have the equipment and/or personnel, we will be glad to do it.

Other Services

- Convenience sundry sales are available at front desks.
- Daily custodial service is provided.
- Message Service. Messages are taken manually and then passed to our guests, or answering machines are available for sign-out at the front desk.
- Storage is available through coordination with the front office.
- Telephone service is provided through the on-post military system. You can make local, toll-free and DSN calls at no charge. You can use a calling card to make long-distance calls.
- FAX and copier services are available for official government business and for a fee for unofficial business.
- Newspaper machines are located in a variety of locations on each post.
- ATM machines are located in a variety of locations on each post.
- Facilities for those physically challenged are available at forts Richardson and Wainwright.
- Limited pet rooms are available to guests that meet policy parameters. There is a limitation of two pets per guest, and additional fees and deposits are associated with pets/pet rooms.
- A guest laundry is available in each lodging building. Soap vending machines are available for your laundry needs.
- Beverage vending and ice machines are located in most buildings.
- In-room amenities include clean, comfortable furnishings, cable television, hair dryer, microwave, small refrigerator, iron, ironing board, coffee service and limited personal convenience items.
- Available-upon-request items include bed-boards, answering machines, movies, games, security safes, cribs, rollaway beds and sofa sleepers.

Fort Richardson (Anchorage)

Welcome Center (Building 600), Room 101,
Telephone: (907) 384-0421
Hours of operation: 24 hours daily
Number of rooms: 93

Fort Wainwright (Fairbanks)

Northern Lights Inn (Building 3402)
Telephone: (907) 353-3800
Hours of operation: 24 hours daily
Number of rooms: 105

WELCOMING YOU TO THE GREAT LAND

Arriving at a new duty station means attending a newcomers orientation. At most posts this consists of a welcome by the command and briefs by certain military agencies on post. Posts here are no different, but the Army Community Service relocation personnel add an element that is lacking elsewhere.

"We have taken our Newcomers Orientation a couple steps further than other installations," said Tony Sepulveda, Fort Richardson Relocation Readiness Program Manager. "Other posts normally don't include the Army Family Team Building in their orientations - we do."

To ensure that all new Alaska Soldiers and families know what is available here, the chain of command has made the briefing part of the installation in-processing.

"The USARAK chain of command has made the Newcomers Orientation mandatory for Soldiers and highly encourages spouses to attend," said Sara Worley, Fort Wainwright Relocation Readiness Program Manager. "The chain of command is dedicated to ensuring Soldiers and family members are properly welcomed and given as much information as possible to make their tour in Alaska safe and enjoyable."

Worley hears many comments from the participants about the USARAK commander, who takes time to welcome them and opens the floor to questions. Many participants at both Fort Richardson and Fort Wainwright say they've never had a better newcomers orientation.

"I have had a lot of support from the unit commanders, command sergeants major and first sergeants," Worley said. "It helps the new Soldiers and family members to see that their command is interested and concerned enough about them to stop by and welcome them."

During the two-day orientation, new arrivals are introduced to the many activities their post and the surrounding communities have to offer.

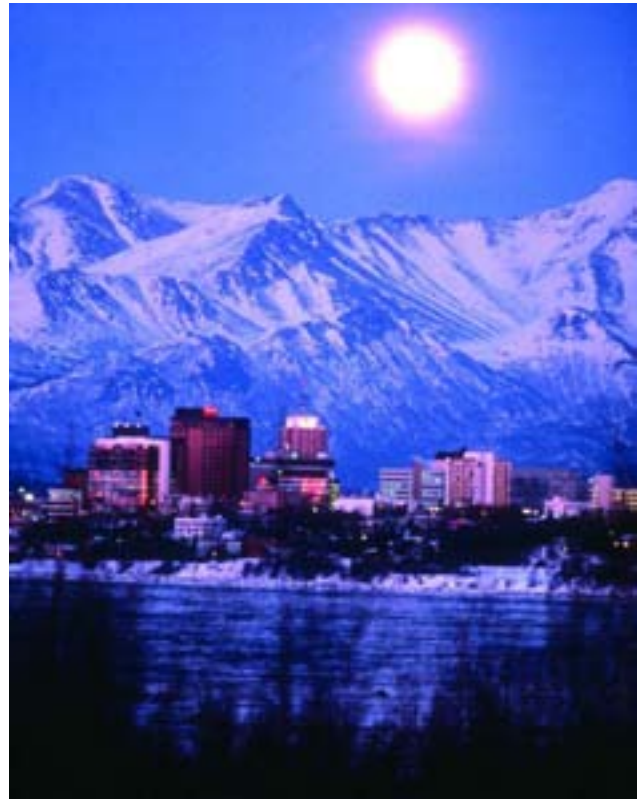
"We try to have anyone that the Soldier is going to have contact with at the briefing," Sepulveda said. "We include all areas of Army Community Service. For families with children we have Youth Services, for those with pets we have the veterinarians."

Subject matter experts available include housing, finance, lodging and Child and Youth Services (CYS). "This puts the Soldiers and their family members at ease," Worley said.

The orientation has evolved into more than just the newcomers sitting in a classroom and listening to someone talk about what the post and area have to offer them. A bus tour of their new post and town shows the newcomers where things are in their community.

For those at Fort Richardson, the bus tour includes Elmendorf Air Force Base and Anchorage.

"Our bus tour also takes the newcomers to areas downtown that might be helpful to them during their stay in Alaska," Sepulveda said. As the buses tour Anchorage, Sepulveda and Relocation Readiness Program Specialist Kimberly Goff point out places of interest such as the local hospitals and shopping, including the Anchorage Saturday Market and the 5th Avenue Mall.



Anchorage is a modern city bounded by scenic wilderness.
Photo Courtesy Alaska Division of Tourism



A view of downtown Fairbanks from the Chena River.

Fort Wainwright's bus tour takes newcomers around post and then downtown to the Fairbanks Welcome Center, Alaska Public Lands Information Center and Alaska State Fish & Game Center.

"These off-post locations were chosen so Soldiers and family members can have one stop shopping on what Fairbanks has to offer," Worley said.

The buses also make stops at many on-post locations, such as the post library, Arts and Crafts Center, Outdoor



Recreation Center and Youth Services.

Normally the Fort Richardson orientations are held the first and third week of the month and Fort Wainwright's during the second week, but during the summer months, due to the large influx of Soldiers arriving, the orientations have sometimes become weekly occurrences.

To make sure that the Newcomers Orientation is the best it can be, Sepulveda and Worley pass out critiques to the participants and ask for feedback on what can be improved upon. This input is then used to improve future Newcomers Orientations.

"The critiques help to determine which subject matter experts are needed to be present and to find out what information newcomers to Alaska expect to learn," Worley said.

Another unique aspect of the briefing is a third day for senior personnel, called the Senior Leaders Tour, an all-day visit to key facilities to meet and discuss issues and information with key program managers. Battalion commanders, majors and above, as well as command sergeants major, sergeants major, first sergeants, and GS-14 Department of Army civilians attend the normal two-day brief, but then have an additional day for the senior tour.

Stops on the Senior Leaders Tour include the Alcohol

and Drug Abuse Prevention and Control Program office, the post chapel, the Child Development Center, visits to typical government quarters, golf course and a golf cart tour, Community Center, Youth Services, School-Age Services, Part Day Services, Army Community Service, Child and Youth Services Outreach Services, Social Work Service, Community Mental Health, and the Directorate of Public Works.

"Even commanders have to attend the newcomers orientations," Sepulveda said, "not only to get the information for themselves, but also to see what information their Soldiers are getting. For single Soldiers who attend the briefings, sooner or later they are going to be a leader. They are going to have to know where to send their Soldiers for assistance; we provide that knowledge."

With input from the newcomers, Sepulveda, Worley, and their staffs strive to build on the knowledge presented at the briefings.

"We want the USARAK newcomers orientation to include anywhere the Soldier might touch while stationed in Alaska," Sepulveda said. "We don't want the orientation to be just Soldier-related; we want it also to be family-related. To that end, we are constantly fine-tuning the orientation to give newcomers a better taste of what is available to them in Alaska."

U.S. ARMY ALASKA HOUSING

All Soldiers on forts Wainwright and Richardson, in ranks private and above, who elect to serve “with-family-members” (accompanied) tours and who receive command sponsorship, are eligible to live in family quarters. All Soldiers must check in at the Family Housing Office before making any arrangements for housing, including off-post housing. This includes all bachelor or unaccompanied officers and senior enlisted members.

All U.S. Army Garrison Alaska posts participate in the “Army Housing One Stop” website, which provides direct access to selected family housing plans and photos of family housing in Alaska. AHOS also has links to off-post rental opportunities and other sources of information regarding community housing. Your best source for current information on housing availability and opportunities will be AHOS.

For those who will be renting community housing on an interim or permanent basis, advance research and planning is essential for a successful move. Like most states, Alaska’s Landlord-Tenant Laws are based upon the Uniform Residential Landlord and Tenant Act. The total amount charged for all deposits and prepaid rent (except the first month’s rent) cannot exceed two month’s rent. A rental lease is an important legal document and lays out responsibilities of both landlord and tenant. Soldiers should pay close attention to the presence of a military clause, required notice of termination, etc.

Tourism is one of the top three Alaskan industries, leading to a very seasonal (i.e., high summer) demand for lodging and housing. Families traveling to Alaska need to plan for lodging upon arrival by making reservations well in advance and using their sponsor for travel planning advice and assistance. Kennels fill up and most landlords do not accept pets. Use the links on AHOS to plan and confirm your accommodations (as well as those of family pets).

Single or unaccompanied Soldiers, staff sergeants and above, live in Bachelor Officer Quarters, Bachelor Enlisted Quarters or off post. “Unaccompanied” Soldiers who are voluntarily separated may be offered UPH on a “space available” basis only. Housing units on the Alaska posts are administered in compliance with AR 210-50 and local policies.

Family quarters units are each equipped with a dishwasher, garbage disposal, washing machine, clothes dryer, electric range and refrigerator. Residents may not use personal dishwashers if they require any change to the existing plumbing or wiring. All personnel authorized quarters are allowed shipment of their full household goods weight allowance.

The doors, stairs and hallways of family quarters will not accommodate oversized furniture or large freezers. Refer to the previous chapter on shipping personal property for more exact information on the size of furniture pieces that will fit into post housing.

The Housing Furnishings Office will provide a



Moose are a common sight in base housing areas. Photo: Terry Yeomans

“loaner issue” of furniture pending arrival of the member’s personal household goods. The “loaner issue” includes such items as beds, dining table with chairs, and couch, but does not include bed linens, pots and pans, or curtains. Cookware and dinnerware can be obtained from Army Community Services on a first-come, first-served basis. Government furnished appliances are currently electric.

Each set of quarters is assigned a minimum of one parking space equipped with an engine heater outlet. The outlets have a 1,000-watt-maximum capacity, but even for very large engines, 850-watt heaters are adequate. Running extension cords from inside quarters to heat additional vehicles is not authorized.

Fort Wainwright has a variety of older and newer housing; with a mixture of units having garages. Projects are ongoing to renovate older style housing units as funds are available. There are garages for four-plex, duplex and single-family quarters.

Quarters are either two-, three-, or four-bedrooms, with some five-bedroom units available in the newer housing at Fort Wainwright. Most units are two-story eight-plexes, with a full basement, while field-grade housing features duplexes (one floor with a basement).

Quarters for families with exceptional family members are available. It is very important for inbound families to coordinate any specific EFMP requirements with the housing office in advance of arrival. Personnel must have family members screened for the program before arriving. A copy of DA Form 5888 (Family Member Deployment Screening Sheet) must accompany a copy of DA Form 4787 (Reassignment Processing) for approved travel for family members. Please make sure that any EFMP family members are enrolled in the program prior to your PCS to Alaska and please notify the Family Housing Office of your needs on arrival. See Page 30 for more about EFMP.

All maintenance and repair to family housing is accomplished by either Self-Help, which includes the occupant’s own efforts to perform handyman-type work, or service calls on an individual job basis as requested by the occupant. Service calls cover jobs beyond the scope of Self-Help.

Assistance from the Directorate of Public Works can be obtained for routine and emergency work during duty hours. After duty hours and on holidays and weekends, service orders are performed on an emergency basis only for health, safety or security reasons.

Fort Wainwright Housing

(907) 353-1666 (commercial)
DSN 317 353-1666

At Fort Wainwright, there are more than 1,900 sets of family housing quarters located on and off post. The majority are within walking distance of elementary schools, the shoppette, child care center and chapel.

Depending on the number of PCS rotations and size of families departing, the wait for family housing can be from two months to a year. Typically, more than one-third of families assigned to Fort Wainwright reside off-post in the Fairbanks – North Star Borough for part of their tour of duty. The DOD policy of raising BAH rates to eliminate most out-of-pocket expenses for rental housing has greatly improved the ability of all ranks to obtain adequate, affordable, off-post housing. However, the vacancy rate is very seasonal and rental units become more expensive and difficult to obtain during the summer months.

There are 550 sets of 801 (Leased) Housing at Fort Wainwright. The Army arranged for a private developer to finance, build, own and maintain the first 400 units of 801 Housing that the Army needed. The second set of 150 units of 801 Housing is maintained by contract and located off post. In return, the Army leases the units back from the developer, and the homes are assigned as government housing. Leased Housing is allocated for occupancy by grade category in the same manner as government owned housing.

Although assignment to government housing is not mandatory, all military members desiring to live off post must process through the Combined Housing Referral and Relocation Service prior to entering into any rental or sales agreement. CHRRS provides off post housing services and is co-located in Bldg. 3401 with the Fort Wainwright Housing Office. CHRRS will assist both married and single Soldiers in locating affordable rental housing on the economy and may be contacted at (907) 353-1660.

The Preferred Tenant Program (PTP) is a service for Soldiers who need to reside off-post for a period of one year or more while waiting for quarters or who would prefer to reside off-post permanently. This program is specially designed for military personnel and offers a 3 percent below market rate for rentals. For information concerning this program, call 353-1642.

In July 2004, apartment rents averaged approximately \$685 a month for one bedroom, \$922 for two-bedroom units, and \$1,328 for three-bedroom



Field grade officer housing, Fort Wainwright. Photo: Spc. Rakim Ali

apartments. Utilities will vary in cost, depending on location, type of utilities and time of year. It is recommended that inbound families obtain a letter of credit, showing their most recent one-year payment history, from their current utility providers. If your credit history is good, Fairbanks area utilities will generally waive the deposit requirement prior to initiating service.

Very few rentals will accept pets of any kind and it is recommended that individuals with pets be prepared to make other arrangements for their care. There is an absolute limit of two (2) pets in Army Family Housing and individuals arriving with excess pets will not be allowed to apply for or occupy Government housing.

Rent for houses is higher than for apartments or duplexes with an accompanying higher utility rate, especially if it is an all-electric home. (Natural gas is not yet available in Fairbanks and oil is a common source of home heating.) There are a limited number of four- and five-bedroom houses available. Soldiers requiring four or five bedrooms should be absolutely assured that housing is waiting upon arrival prior to bringing their family members to Fort Wainwright.

All Fort Wainwright Housing Division services are available from 7:30 a.m. to 4:30 p.m. Monday, Tuesday, Wednesday and Friday and from 9 a.m. to 4:30 p.m. on Thursday. For more information, contact the Housing Office in Bldg. 3401 at 353-1190 or 353-1666.

Fort Richardson Housing

(907) 384-0309 (commercial)
DSN 317 384-0309

At Fort Richardson, there are more than 1,200 Family Housing units. Some provide a magnificent view of the Chugach Mountains. Junior officer and enlisted housing are located within walking distance of the shoppette, schools and other services offered on post. Pets are limited to two (2) per household by post policies.

Family Housing and Lodging are located in Bldg. 600. Family Housing is open from 8 a.m. to 5 p.m. Monday through Friday. The phone number is 384-0309. The Lodging office is staffed 24 hours, seven days a week. Call 384-0421 for reservations or information.

CHRRS rental listings are available for all members of the uniformed services and their families. Service is also extended to DOD civilian employees. All military members desiring to live off-post must process through the Fort Richardson Housing Office prior to entering into any rental lease or sales agreement.

Rental prices for unfurnished apartments range from \$500 to \$750 for one bedroom, \$850 to \$1,000 for two bedrooms and \$1,200 to \$1,480 for three bedrooms. Four-bedroom apartments start at \$1,400 and very few are available. The landlord usually pays all utilities except for electricity and gas, which together average about \$250 per month. Security deposits range from \$400 to \$2000. Very few landlords accept pets, particularly large dogs.



Independence Park housing, Fort Richardson. Photo: Sgt. 1st Class Willie Loper



Refurbished enlisted quarters. Photo: Sgt. 1st Class David Abrams

Quarters with a view. Courtesy Photo



MILITARY POLICE SERVICES

The Arctic Military Police Battalion's 164th Military Police Company and 28th Military Police Detachment at forts Wainwright and Richardson provide 24-hour assistance to the community with information about road conditions, basic requirements for licensing, directions, referral to on- and off-post agencies, coordination with civilian law enforcement agencies, and general information pertaining to military laws and regulations. Please contact the Fort Richardson Military Police Desk at 384-0823 or Fort Wainwright at 353-7535 for further assistance or questions.

Privately-Owned Vehicle Registration

Personnel newly assigned to U.S. Army Alaska with privately-owned vehicles must register their POVs with the military police within three working days of arrival or acquisition of a POV. At the time of registration the owner of the POV is required to produce a valid driver's license, current vehicle registration (state) and proof of automobile insurance. POVs can be registered at either of the installation's Military Police Desks, Bldg. 656 at Fort Richardson or Bldg. 3028 at Fort Wainwright.

Privately-Owned Weapons (Firearms) Registration

All Soldiers and civilians desiring to carry, transport, and/or store weapons on USARAK posts must register the weapon(s) on USARAK Form 877 (Registration of Privately Owned Firearms) at the MP desk. For the purpose of this regulation the term "post" refers to all areas within a respective post's main cantonment area as determined by access gained via a manned (military police/security force) entry control point at any USARAK installation. Areas exempt from the firearm registration requirements are all USARAK ranges and training areas (i.e.; Fort Wainwright's Tanana Flats and Yukon Training Area; all Fort Richardson lands east of the Glenn Highway to include Arctic Valley;

and all Fort Greely lands lying east of Jarvis Creek, south of the creek's Richardson Highway).

USARAK Form 277 (Weapons Registration Record) must be carried whenever a registered weapon is carried or transported on a USARAK post. A USARAK Form 277 obtained at one post is valid at any other USARAK post. Personnel residing on USARAK posts and desiring to store weapons in their unit arms room, bachelor officers' quarters, bachelor enlisted quarters, or on-post family quarters must register the weapon within three working days of arrival or within three working days of acquiring the firearm(s).

The Alaska Concealed Handgun Permit IS NOT valid on USARAK lands.

Recreational Vehicle Parking and Storage

On-post storage areas are available for most recreational vehicles, as storage within the housing area is not authorized (except on weekends immediately before or following use) without a special permit. Permission to utilize these storage areas can be obtained from Fort Richardson Outdoor Recreation, 384-1475, and Fort Wainwright Outdoor Recreation, 353-6349.

Drivers' Licenses

Military personnel are not required to get an Alaska driver's license or license plates if they are the sole owner of a vehicle and have a valid driver's license and vehicle registration from another state.

Family members of military personnel and civilian employees are subject to Alaska licensing and registration requirements. Family members must get an Alaska driver's license within 90 days after arriving in the state if not employed within the state. Civilians or family members employed on or off post must get an Alaska driver's license at the time of employment.

A problem inherent in every PCS move is the possibility of damage to household goods and personal possessions during shipment. Claim forms and assistance in filing claims of any type are available from the USARAK Claims Division at forts Wainwright and Richardson. Newcomers are urged to contact the claims office shortly after their property has arrived if damage or loss has occurred. Army regulations require claimants to visit a claims office within 70 days of the delivery of an individual's household goods and file the DD Form 1840-R, also known as the "pink sheets," which are received at the time of delivery.

The Fort Wainwright Claims Office is in Bldg. 1562. For more information, phone (907) 353-6507. The Fort Richardson Claims Office is on the third floor of Bldg. 600. For more information, phone (907) 384-0330. Both offices are open from Monday through Friday, 9 a.m. to noon and 1:30-4:30 p.m.

Attorneys are available to provide advice and assistance concerning personal problems of a legal nature to Soldiers, family members and retirees. The office provides many

STAFF JUDGE ADVOCATE

services to include notarization of documents, powers of attorney, wills, adoptions, dissolutions of marriage and divorce, child support, landlord/tenant, real estate matters, vehicle purchases, debt problems and other legal issues. Guidance is provided on a myriad of other legal issues such as obtaining stays of court proceedings under the Soldiers' and Sailors' Civil Relief Act, assistance on replies to reports of survey and help with NCOER/OER appeals. Those seeking assistance should bring all documents pertaining to their problems with them.

The Fort Wainwright Legal Assistance Office is in Bldg. 1562 and is open Monday through Friday from 9-11:30 a.m. and 1-4:30 p.m., but closed on Thursday mornings. Except in emergencies and on Tuesdays, clients are seen by appointment only. The telephone number is (907) 353-6534.

The Fort Richardson Legal Assistance Office is in Bldg. 600 and is open Monday through Friday, from 9-11:30 a.m. (except Tuesday and Thursday mornings) and 1-4:30 p.m. Except in emergencies and for powers of attorney and notarizations, clients are seen by appointment only. The telephone number is (907) 384-0371.